



*Annual Performance Report Form*

**Facility Name:** Hartford Process and Distribution Center

**Performance Track ID #:** A010023

**Annual Performance Report #:** 1

**Reporting Year:** 2001

**Due Date:** April 1, 2002

## Section A

# General Facility Information

To the extent possible, EPA will pre-complete items A.1-A.8 for you. Please ensure that the information in A.1-A.8 below is accurate, complete, and up to date. Please supply or revise any information as necessary and then check the box to the left of the item(s) to indicate where changes have been made. Items A.9 and A.10 cannot be pre-completed; please respond as directed in A.9 and A.10 below.

*Did you make changes? If so, check box.*

- A.1 ☐ Name of your facility: Hartford Process and Distribution Center
- A.2 ☐ Name of your parent company: United States Postal Service
- A.3 ☐ Facility contact person for the Performance Track program  
Name: Mr./Mrs./Ms./Dr. Mr. Angelo S. Dispensa and Mr. Ronald Robbins  
Title: Area Environmental Compliance Specialists  
Phone: (860)-285-7255/ (860) 285-7197 Fax: 860-285-1260  
E-mail: adispensa@email.usps.gov or rrobbins@email.usps.gov
- A.4 ☐ Facility's location  
Street Address: 85 Weston Street  
Street Address (cont.):  
City/State/Zip Code: Hartford, CT 06101-9997
- A.5 ☐ Facility's website address (if any):
- A.6 ☐ Number of employees (full-time equivalents) who currently work in the facility:  
☐ Fewer than 50 ☐ 50 - 99 ☐ 100 - 499 ☐ 500 - 1000 ☒ More than 1000
- A.7 ☐ Does your company meet the Small Business Administration definition of a small business for your sector? ☐ Yes ☒ No
- A.8 ☐ North American Industrial Classification System (NAICS) Code(s) that are used to classify business at the facility: 4911 \_\_\_\_\_
- A.9 ☒ In your application and, perhaps, in previous annual performance reports, you described what your facility does or makes. Have there been any (additional) changes to your facility's list of products and/or activities? If so, please list them in the space below. ☐ Yes ☒ No
- A.10 ☐ Please update the list of environmental requirements that apply to your facility. In the space below, indicate any changes that have taken place during this reporting period. If you have no changes to report, please write "No changes."  
  
No changes.

## Section B

# Environmental Management System

B.1

**Environmental Management System Assessment.** Please summarize EMS assessments conducted *during the year*. Attach additional sheets as necessary.

a. Was an EMS audit or other assessment done by an independent third party?

☐ Yes ☒ No

If yes, please provide the *type* (e.g., ISO 14001 certification), the *scope*, and the *dates* (mo/yr) of each assessment.

As part of USEPA Region 1 Star Track Program an independent 3rd party performed an EMS of this facility in July 1999. The audit addressed both ISO 14001, CEMP and Postal Quality Standards.

b. Was an internal or corporate EMS audit conducted? ☒ Yes ☐ No

If yes, please provide the *scope* and the *dates* (mo/yr) of each audit.

Last Audit performed in July 2001 (Section 9 of the USPS Self Audit Protocol). Audited to ensure that Environmental Compliance Master Plan (core of USPS EMS in the Northeast Area) was being implemented.

c. Was a compliance audit conducted? ☒ Yes ☐ No

If yes, please provide the *scope* and the *dates* (mo/yr) of each audit, and indicate *who* conducted the audit(s) (e.g., facility staff, corporate groups, third party).

Third Party multimedia compliance audit conducted in 7/1999 by Dames & Moore. Internal Self Audit performed in 6/2000 and 7/2001 by Professional Environmental Staff.

d. (Optional) If you would like to describe any other audits or inspections that were conducted at your facility, please do so here.

## Section B

(continued)

### B.1

e. Briefly summarize corrective actions taken and other improvements made as a result of your EMS assessments and compliance audits.

Reinstituted existing policy to minimize use of hazardous chemical products through issuance of Connecticut District's Affirmative Procurement Policy.

f. Has your facility corrected all instances of potential non-compliance and EMS non-conformance identified during your audits and other assessments?

☒ Yes ☐ No ☐ No such instances identified

If no, please explain your plans to correct these instances.

EMS non-conformances were addressed in 2000, although EMS documents need to be updated due to recent organizational restructuring. Compliance findings have been corrected in 10/1999. The facility has been audited in 2000 and 2001 as part of the internal self audit program conducted by professional environmental staff. These findings are part of a Corrective Action Plan that are tracked on a quarterly basis. All compliance findings were verified as corrected in the Self Audit July 2001.

g. When was the last Senior Management review of your EMS completed? *mo/yr*

11/1999

Who headed the review?

Name: Mr./Mrs./Ms./Dr.

Dames & Moore contracted as part EPA Region 1 Star Track Program with EPA Region 1 and Connecticut DEP on the audit team. Dames & Moore provided ISO 14001 certified Lead Auditor.

Title: Certified ISO 14001 Auditor

## Section B

(continued)

**B.2 ISO 14001 Certification.** Is your facility currently certified to ISO 14001? ☐ Yes ☒ No

**B.3 Environmental Aspects Identification.** When did your facility last conduct a systematic identification and/or review of your environmental aspects? *mo/yr*

8/2000

**B.4 Progress Toward Achieving Objectives and Targets.** In the table below, please provide a narrative summary of progress made toward EMS objectives and targets. **You may limit the summary to environmental aspects that are *significant* and towards which *progress* has been made during the *reporting year*.** In cases where progress relates specifically to a Performance Track performance commitment, complete the *Environmental Aspect* column, but in the *Progress* column simply refer to the performance commitment tables in Section C, i.e. "See Section C." Attach additional sheets as necessary.

<i>Environmental Aspect</i>	<i>Progress Made This Year</i> (e.g., quantitative or qualitative improvements, activities conducted)
Total Water Use	The facility has reduced water usage to 21.07 gallons per sq. ft. equaling a reduction of 795,400 gallons of water used in FY 2001.
Total Solid Waste	The facility improved its recycling of Undeliverable Standard Mail at PO's and the recycling of Discarded Lobby Mail at PO's. Greenhouse Gas Emissions were reduced by 1463 metric tons carbon equivalent and 0 tons of mixed paper waste was generated as a result of the Hartford PDC's commitment to maintaining this important recycling program.
Total Solid Waste	The facility improved the amount of cardboard recycled by capturing more material from outlying Post Offices in the Hartford Area. The Hartford PDC recycled 217 tons of cardboard in FY 2001 and generated 0 tons of cardboard waste.
Material Use: Re-Used Materials Use	Purchased and used 12300 lbs (41000 lbs. of 30% recycled content) of 100% content recycled paper.

## Section C

# Environmental Performance Commitments

Please use the tables on pages 6-9 to summarize your facility's environmental performance against your Performance Track performance commitments. Complete only those boxes related to the baseline, current year, and performance commitment. If any of the boxes have been pre-completed for you, please verify the information. If you find information that is incorrect, cross it out and write in the correct information. **Leave blank any columns for future reporting years.**

C.1

### Performance Commitment 1

a. Use this table to report data related to your first performance commitment.

**Category** (see page 16 of the instructions): Water Use

**Aspect** (see page 16 of the instructions): Total Water Use

	<i>Baseline</i> (as stated in your application)	<i>Year 1</i>	<i>Year 2</i>	<i>Year 3</i>	<i>Performance Commitment</i> (the goal stated in your application)
<i>Calendar Year</i>	2000	2001			2003
<i>Actual Quantity</i> (per year)	9171700	8376300			(optional)
<i>Measurement Units</i>	gallons				
<i>Normalizing Factor*</i>	1.0	1.0			(optional)
<i>Basis for your Normalizing Factor*</i>	Based on 410,000 square feet of interior building area				
<i>Normalized Quantity*</i> (per year)	9171700	8376300			82574000.

\*See pages 17-19 of the instructions for more information

b. Briefly describe how you achieved improvements for this aspect or, if relevant, any circumstances that delayed progress.

Goal may differ from application due to new reporting requirements.

Reduced water usage / consumption through installation of water conserving devices and implementation of water conservation practices.

c. Please list any other EPA voluntary programs to which you are also reporting these data (e.g., Energy Star, Project XL).

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# Section C

(continued)

## C.2 Performance Commitment 2

a. Use this table to report data related to your second performance commitment.

<b>Category</b> (see page 16 of the instructions): Waste					
<b>Aspect</b> (see page 16 of the instructions): Total Solid Waste					
	<i>Baseline (as stated in your application)</i>	<i>Year 1</i>	<i>Year 2</i>	<i>Year 3</i>	<i>Performance Commitment (the goal stated in your application)</i>
<i>Calendar Year</i>	2000	2001			2003
<i>Actual Quantity (per year)</i>	0	0			(optional)
<i>Measurement Units</i>	tons				
<i>Normalizing Factor*</i>	1.0	1.02			1.0 (optional)
<i>Basis for your Normalizing Factor*</i>	Based on 2.06 billion pieces of mail processed in FY 2000.				
<i>Normalized Quantity* (per year)</i>	0	0			0
*See pages 17-19 of the instructions for more information					

b. Briefly describe how you achieved improvements for this aspect or, if relevant, any circumstances that delayed progress.

Goal may differ from application due to new reporting requirements.

This facility expanded the collection and recycling of mixed paper waste which is composed primarily of Undeliverable Standard Mail (third class mail) at PO's and Discarded Lobby Mail at PO's which increased the amount amount of material collected. By recycling the facility has exceeded its target of reduced greenhouse gas emissions carbon equivalent by 261 metric tons and maintained 0 ton generation rate of mixed paper.

c. Please list any other EPA voluntary programs to which you are also reporting these data (e.g., Energy Star, Project XL).

EPA WasteWise Program

# Section C

(continued)

## C.3

### Performance Commitment 3

a. Use this table to report data related to your third performance commitment.

<b>Category</b> (see page 16 of the instructions): Waste					
<b>Aspect</b> (see page 16 of the instructions): Total Solid Waste					
	<i>Baseline (as stated in your application)</i>	<i>Year 1</i>	<i>Year 2</i>	<i>Year 3</i>	<i>Performance Commitment (the goal stated in your application)</i>
<i>Calendar Year</i>	2000	2001			2003
<i>Actual Quantity (per year)</i>	0	0			(optional)
<i>Measurement Units</i>	tons				
<i>Normalizing Factor*</i>	1.0	1.02			(optional)
<i>Basis for your Normalizing Factor*</i>	Based on 2.06 billion pieces of mail processed in FY 2000.				
<i>Normalized Quantity* (per year)</i>	0	0			
*See pages 17-19 of the instructions for more information					

b. Briefly describe how you achieved improvements for this aspect or, if relevant, any circumstances that delayed progress.

The goal may differ based on new reporting requirements.

The facility has maintained it's 0 ton generation rate of cardboard and increased the amount of material that was recovered and recycled. This improvement was accomplished by capturing more cardboard for recycling from outlying Post Offices. These efforts resulted in 217 tons of cardboard recycled in FY 2001.

c. Please list any other EPA voluntary programs to which you are also reporting these data (e.g., Energy Star, Project XL).

EPA WasteWise Program



# Section C

(continued)

## C.4 Performance Commitment 4

a. Use this table to report data related to your fourth performance commitment.

**Category** (see page 16 of the instructions): Materials Use

**Aspect** (see page 16 of the instructions): Recycled/Re-Used Material Use

	<i>Baseline (as stated in your application)</i>	<i>Year 1</i>	<i>Year 2</i>	<i>Year 3</i>	<i>Performance Commitment (the goal stated in your application)</i>
<i>Calendar Year</i>	2000	2001			2003
<i>Actual Quantity (per year)</i>	0	12300			(optional)
<i>Measurement Units</i>	Pounds				
<i>Normalizing Factor*</i>	1.0	1.0			(optional)
<i>Basis for your Normalizing Factor*</i>	Based on 2000 persons employed at this facility in FY 2000.				
<i>Normalized Quantity* (per year)</i>	0	12300			7500
*See pages 15-17 of the instructions for more information					

b. Briefly describe how you achieved improvements for this aspect or, if relevant, any circumstances that delayed progress.

Goal may differ from application due to new reporting requirements. This goal is for the use of 100% recycled content paper (i.e. 41000 lbs. of 30% recycled content = 12300 lbs. of 100% recycled content).

The facility implemented program to insure recycled content paper is being purchased and used at the facility in place of the previously used virgin stock paper

c. Please list any other EPA voluntary programs to which you are also reporting these data (e.g., Energy Star, Project XL).

EPA WasteWise Program

## Section D

# Public Outreach and Performance Reporting

D.1

Please briefly summarize the public outreach and reporting activities that your facility has conducted during the year. Feel free, but not obligated, to attach supporting materials (e.g., meeting agendas, public announcements).

Public and employee outreach with community in regards to Anthrax issues at facility and in the Connecticut District.

D.2

Please indicate which of the following methods your facility plans to use to make its Performance Track Annual Performance Report available to the public. Please check as many as are appropriate.

☒ Website (URL <http://blue.ups.gov/> )

☐ Open House

☐ Meetings

☐ Press Releases

☐ Community Advisory Panel

☐ Other

## Section E

# Self-Certification of Continued Program Participation

On behalf of Hartford Process and Distribution Center,  
(name of my facility)

I certify that

- ◆ I have read and agree to the terms and conditions specified in *the National Environmental Performance Track Program Guide*. This facility, to the best of my knowledge, continues to meet all program criteria;
- ◆ I have personally examined and am familiar with the information contained in this Annual Performance Report. The information contained in this report is, to the best of my knowledge and based on reasonable inquiry, true, accurate, and complete;
- ◆ My facility has an environmental management system (EMS), as defined in the Performance Track EMS criteria, including systems to maintain compliance with all applicable federal, state, tribal, and local environmental requirements in place at the facility, and the EMS will be maintained for the duration of the facility's participation in the program;
- ◆ My facility has conducted an objective assessment of its compliance with all applicable federal, state, tribal, and local environmental requirements; and the facility has corrected all identified instances of potential or actual noncompliance; and
- ◆ Based on the foregoing compliance assessments and subsequent corrective actions (if any were necessary), my facility is, to the best of my knowledge and based on reasonable inquiry, currently in compliance with applicable federal, state, tribal, and local environmental requirements.

I agree that EPA's decision whether to accept participants into or remove them from the National Environmental Performance Track is wholly discretionary, and I waive any right that may exist under any law to challenge EPA's acceptance or removal decision.

I am the senior manager with responsibility for the facility and am fully authorized to execute this statement on behalf of the corporation or other legal entity whose facility is part of the National Environmental Performance Track program.

Signature/Date \_\_\_\_\_

Printed Name Mr./Mrs./Ms./Dr. Mr. Gerard Ahern

Title Lead Plant Manager, Hartford Process and Distribution Center

Phone Number/E-mail Address (860) 524-6020

Facility Name Hartford Process and Distribution Center

Facility Street Address 141 Weston Street, Hartford, CT 06101-9997

Performance Track Identification Number A010023

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